



**SOUTH DAKOTA  
DEPARTMENT OF  
EDUCATION  
CHILD AND ADULT  
NUTRITION SERVICES**

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# 2008 South Dakota Child Nutrition Institute

## 2008 South Dakota

### Child Nutrition

### Institute

The 44th annual South Dakota Child Nutrition Institute will be held June 22-27, 2008 in Sioux Falls at the Augustana College campus.

All tracks are 5-day courses and participants who attend the entire 30 hours of the track will receive a certificate of completion.

### Newbie Session for Track 1 Students

Never been to Child Nutrition Institute? You're not alone. We're planning something "new" this year. A *newbie* orientation will be held in Kresge Recital Hall in the Humanities Building on Sunday, June 22<sup>nd</sup> from 4-5:00pm. The *Newbie* session is *free* and if you've never been to Child Nutrition Institute before, you're encouraged to attend. During this time you'll find out where your classrooms are, be introduced to others in your class, get your questions answered about how things work in general during Child Nutrition Institute. You'll receive further information at on-site registration.

### Cancellation Information -

The registration fee is fully refundable if cancellation is made on or before May 23, 2008.

### Cancellation Information-con't.

Cancellation must be through written notice via fax, mail, or email. For cancellations received after May 23, 2008 there will be a charge of \$40.00 per person. Beginning on June 7, 2008, cancellations and participants that fail to show up at on-site registration will forfeit the entire amount paid.

### On-Site Registration -

Registration will be on Sunday, June 22<sup>nd</sup> from 2:30pm to 5:00pm at the lounge in Morrison Commons - Key #6 on the included campus map. Registration will reopen on Monday, June 23<sup>rd</sup> from 6:30am to 7:30am at the lounge in Morrison Commons.

### Parking -

Parking is free in any campus parking lot. No permit is necessary. You may NOT park your vehicles in reserved or other restricted areas. Vehicles illegally parked in these restricted areas may be towed and you are responsible for the assessed fines.

### Sunday Supper & Orientation -

Supper will be served Sunday, June 22<sup>nd</sup> at 5:00pm in Morrison Commons upper level dining room. Orientation will begin immediately following the meal. It is expected that all participants attend orientation so that you are aware of the schedule and expectations for the week.

## Meals -

It is important for all participants to attend the meal services during the Institute, as it is an important part of the overall educational process. You have the opportunity to try a variety of foods and pick up ideas for your own program. The meal service schedule for the week is as follows:

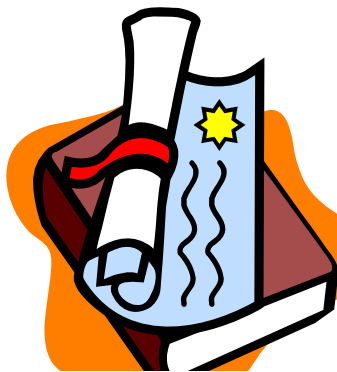
Breakfast: 6:30am-7:45am (M-F)

Lunch: 11:45am-12:45pm (M-TH)  
12:45pm (F)

Supper: 4:45pm-5:45pm (M-W)  
6:00pm (TH)

## Thursday evening Banquet

A banquet will be held Thursday evening, June 26th, in honor of the Track 4 graduates. If you have family or friends that you would like to attend the banquet, feel free to invite them. The cost for a guest meal at the banquet is \$13.00. Guest banquet tickets can be purchased at on-site registration. We will only accept checks or cash in exact amount.



## Attendance & Credits -

Full attendance and being on time for each class is required during the Institute to receive full credit. In order to receive a certificate, you must attend all 30 hours.

## Lodging -

Lodging will be in Granskou dorm at Augustana College. All rooms are air-conditioned and non-smoking. If you are staying in the dormitory, you will be assigned one key for your room. If you lose your key, a \$10.00 fee for a replacement key will be charged to you. All rooms will have linens provided and will consist of 1 bath towel, 1 hand towel, 1 washcloth, soap, 2 sheets, 1 blanket, 1 pillowcase, and 1 pillow for the week. Bring additional linens if what is furnished is not sufficient. Bring your own alarm clock and radio if you wish.

Dorm check-in time is Sunday, June 22nd from 2:30pm-10:00pm and check-out time is Friday, June 27th from 6:00am-8:00am and 11:00am-1:00pm. **Please register on-site prior to checking in at the dorms.**

## Classes -

Classes will begin promptly at 8:00am on Monday, June 23<sup>rd</sup> and continue the same for each day. **Track One students only have class on Monday night from 6:00pm-7:00pm. All tracks** have classes on Tuesday evening from 6:00pm to 8:10pm, so that classes can end at 12:45pm on Friday, June 27<sup>th</sup>. It is required that you attend all 30 instructional-hour classes during the week. Certificates of completion will be issued at the end of the last class period on Friday, June 27<sup>th</sup>.

Please plan your travel and evening events accordingly to ensure that you attend all classes and have time to eat supper at the Institute.

## Transportation for Track 1 Students

Food principle labs for students in Track 1 will be held at Roosevelt High School and Memorial Middle School. Transportation to these labs will arrive at Morrison Commons Circle at 7:30am and 12:30pm daily. Participants will receive their bus schedule for their class section at on-site registration.

Transportation back to Morrison Commons Circle will be provided following the end of each class period for each of the classes mentioned above. Participants will receive their specific transportation schedule at on-site registration.



## Math Review Session-

Math Review Session: This is a free session that will be held on Sunday, June 22<sup>nd</sup> from 3:00pm-5:00pm at Augustana College. Materials covered will include the basic math knowledge needed for using the Food Buying Guide, fractions, estimating the quantities of food needed for the number to be served, adjusting recipe yield, etc. This session is strongly recommended for those who work with menu planning and food production. There is no cost to attend this session. Pre-registration is highly recommended, as space is limited. Call Shar at 773-3413 to sign up.

**Like to play tennis or volleyball? Skill not required—having fun and getting some heart healthy physical activity are the goal here!**

Bring your tennis rackets, tennis balls, volleyball, athletic shoes and your team spirit! The volleyball court is a sand court, so be sure to bring athletic shoes that you don't care if they get some sand in them! Sign up sheets will be available at registration to assist with putting a group together to play volleyball and to connect those of you who like to play tennis.

**Scavenger Hunt!** Other fun activities are planned including a scavenger hunt with prizes for you to take back to your agency for nutrition education of students.

### **How do you get kids to eat healthy foods?**

Again this year, we are collecting success stories for getting children/teens to eat fruits and veggies including legumes (dried beans such as kidney beans, pinto beans, black beans, soy beans and split peas). Bring legume recipes and ideas that are kid tested/kid approved at your school whether it is for chili with beans, tacos with refried beans, black bean burritos, putting soy beans or garbanzo beans on the salad bar etc. Tell us how you got kids to eat carrots, green pepper, broccoli, spinach, oranges, apples, strawberries etc. Each person who enters a recipe or idea that has worked at their school will be entered to win some fun prizes!

## **What Do I Need To Bring?**

### **Track 1 -**

- Participants who are taking the ServSafe exam are required to bring the ServSafe Course book that will be mailed to them.
- Notebook paper for taking notes during class
- A couple of pencils with good erasers
- A highlighter
- A food thermometer
- Calculator
- Apron
- Hair Net
- Recipes from your agency for an entrée, vegetable dish, and a bakery item
- Appropriate clothing - **closed** toed shoes. **No sandals, shorts, or tank tops.**

## **Daily Schedule**

### **Sunday, June 22, 2008**

- 2:30-5:00pm  
*On-Site Registration*
- 2:30-10:00pm  
*Dorm Check-In*
- 3:00-5:00pm  
*Math Review Session*
- 4:00-5:00pm  
*Newbie Session Kresge Hall*
- 5:00-7:00pm  
*Supper & Orientation*

### **Monday, June 23, 2008**

- 6:30-7:30am  
*On-Site Registration*
- 8:00am  
*Classes Begin*
- 6:00-7:00pm  
*Track 1 only Evening Session*

### **Tuesday, June 24, 2008**

- 6:00-8:10pm  
*All Sections Evening Classes*
- 6:00pm  
*Track 1 ServSafe Exam*

### **Wednesday, June 25, 2008**

- 6:00-8:00pm  
*Open evening—enjoy yourself*

### **Thursday, June 26, 2008**

- 6:00-8:00pm  
*Banquet & Graduation*

### **Friday, June 27, 2008**

- 6:00-8:00am  
*Dorm Check-Out*
- 11:00am-1:00pm  
*Dorm Check-Out*
- 12:45pm  
*Classes End*

# What Do I Need To Bring?

## Track 2 -

- Paper for taking notes during class
- Pencil/Pen
- Highlighter
- Calculator
- A completed copy of a production record
- Appropriate Clothing - dress comfortably, classrooms are air-conditioned, so it is suggested to dress in layers, since some individuals tend to be hot and some tend to be cold.

## Track 3 -

- Paper for taking notes during class
- Pencil/Pen
- Highlighter
- Calculator
- Hair Net
- Apron
- Food Thermometer
- Appropriate Clothing - **closed** toed shoes, work uniform if available, or clothing acceptable for work. No sandals, tank tops, or shorts.

## Track 4 -

- Paper for taking notes during class
- Pencil/Pen
- Highlighter
- Calculator

## Track 6--

- Paper for taking notes during class
- Pencil/Pen
- Highlighter
- Calculator
- 1 or 2 months of menus
- 3 recipes from your menus
- 3 food labels for items on your menu containing nutrient information

## Practical Computer Skills

- 2 months worth of menus (1<sup>st</sup> 2 months of school is suggested)
- 1 week's worth of production records
- Inventory List
- Thumb/jump drive/flash drive is suggested so you can take home work that you create. CDs and floppy disks will not work.
- Students should have a K12 email account. Contact your school technology/IT person to get one set up **before** class.



**south dakota**  
**DEPARTMENT OF EDUCATION**  
Learning. Leadership. Service.

**Residence Hall Information – You will be staying in Granskou Hall**

- The front desk at the dorm will be staffed from 8:00am to midnight, Monday through Thursday. There is also a full time Hall Director living in the building. Staff will be available at 6:00am on Friday to assist with check out.
- Coin-operated laundry facilities are available for use in the dorm.
- There will be a telephone in each room. Local calls are free. A calling card will be necessary to make long distance calls.
- Emergency messages may be left at the dorm front desk at 605-274-4308 from 8:00am-midnight Monday through Friday. After those hours, Campus Safety may be reached at 605-274-4014.
- All mail for Child Nutrition Institute participants should be addressed as follows:

Participant's Name

SD Child Nutrition Institute

Augustana College

PO Box 748

Sioux Falls, SD 57197

- NO SMOKING is allowed in any of the buildings on the Augustana Campus. This includes the dorms, classrooms, and commons buildings. Anyone wishing to smoke may step outside during breaks, etc. to do so.
- NO ALCOHOLIC BEVERAGES are allowed anywhere on the Augustana Campus.

**For Questions**

**Please Contact:**

Janelle Peterson or Shar Venjohn

Child & Adult Nutrition Services-DOE

800 Governors Drive

Pierre, SD 57501-2235

Email: [janelle.peterson@state.sd.us](mailto:janelle.peterson@state.sd.us) or [shar.venjohn@state.sd.us](mailto:shar.venjohn@state.sd.us)

Phone: 605-773-3413



Notice is further given to individuals with disabilities that this training event is being held in a physically accessible place. Please notify the above-mentioned office within two weeks of the training if you have special needs for which this agency will need to make arrangements. The telephone number for making special arrangements is (605) 773 - 3413. Handicapped parking is available. In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability.

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, or call (800) 795-3272 (voice) or (202) 720-6382 (TTY). USDA is an equal opportunity provider and employer.